

JIMALE TECHNICAL SERVICES, L. L. C.
Project Development and Project Control Consultants

STATEMENT OF QUALIFICATIONS

PREPARED FOR:

Diana Drake,
Small Business Administration

IN SUPPORT OF:

SBA 8(a) Certification

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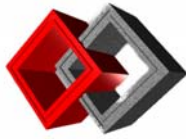


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About Jimale Technical Services, L.L.C.

Jimale Technical Services, L.L.C. (JTS) was established in 1993 as a project control and project development firm. Founded by Tanya Jimale, JTS is a local Seattle business with its main office located at 1825 South Jackson Street. Since 1993, the firm has expanded to reflect a combined professional staff with over 20 years of experience. The firm's client base consists of private non-profit agencies, public agencies, and privately owned firms.

JTS works as the right-hand to project managers and construction managers. The needed experts are provided to analyze actual project progress and to recommend alternatives to achieve project efficiency. Because of the critical support JTS provides, clients avoid cost overruns and time delays. JTS offers the following services:

- owner/client representation
- contract administration
- change order review and documentation
- cost control
- document control
- critical path method (CPM) scheduling
- project planning
- inspections
- progress reporting.

The core values of JTS are accountability and strong business ethics. JTS focuses trust in relationships, exceeding expectations, and delivering commitments made to clients.

JTS is currently involved with a joint-venture contract (with KJM & Associates) on a multi-million dollar project control contract for Sound Transit. In 2003, JTS completed contracts that provided project coordination services for the Sounder commuter rail, Regional Express bus, and other real estate projects for Sound Transit.

JTS is registered as a Minority/Women/Disadvantaged Business Enterprise for the state of Washington and federal government. JTS is committed to the goal of equal employment opportunity and affirmative action in the workplace.

JTS has received several honors and awards in 2001 and 2002. In 2001, the company was nominated and accepted into the University of Washington Business Economic Development Program. In 2002, the Urban Enterprise Center (Greater Seattle Chamber of Commerce) awarded JTS with the prestigious 2002 Safeco Minority Best Business Practice Award for Outstanding Business Practices.



Range of Services

JTS is committed to providing clients and affiliates with excellent services. Through established industry practices, project control services are essential in controlling unnecessary expenditures, long delays, and undesired results.

JTS refers to its services as “controls.” These controls ensure that projects stay on track, within budget, and meet or exceed quality control measures. Backed by quality assurance and control, JTS possesses the experience, skills, and knowledge to assure your project needs will be met.

In-depth descriptions of services JTS offers to clients are shown below.

Cost Control

Compute earned values for all activities and provide reports on the budgeted cost of work scheduled, budgeted cost of work performed, actual cost of work performed, and estimate to complete. Distribute the budget for each activity incrementally by four-week periods based upon the established network schedules.

Establish and maintain a system of cost accounts pertaining to costs under contract. Assure that cost accounting and related invoicing are compatible. Monitor costs of design, construction changes, and local trends.

- Assess invoices
- Recommend payment
- Build forecasts and projections
- Assess and evaluate bids
- Assist with securing funding

Document Control

Coordinate and track design reviews to ensure the incorporation of design codes and standards, cost effectiveness proposals, and scheduling interfaces between construction groups. Design, develop, staff, and implement document tracking and storage systems for use during design, construction, startup, and operation.

- Track deviations from baseline schedule
- Monitor distribution response
- Track change orders
- Develop project library for change management

Scheduling Control

Design, develop, staff, and implement scheduling systems. Produce master milestone and summary schedules, progress schedules, and construction schedules. Prepare preliminary schedules for the authorized project covering all significant work tasks that begin in the first 90-calendar day period of the project. Monitor project progress by plotting planned versus actual progress and, when warranted, propose revisions by submitting a narrative description of proposed changes along with an update of the schedule basis and assumptions.

- Develop and review schedules
- Monitor progress
- Create cost-loaded schedules



Project Planning Development Control

Prepare detailed project management plans, including schedules of project control activities to be applied during the project span to measure milestones and deliverables.

Define project scopes and schedules for completion. Measure project performance against project plans, and provide reporting systems that identify deviations from the baseline plans.

- Provide feasibility assessments
- Provide technical planning
- Develop project development plans
- Create work breakdown structure
- Create chart of accounts

Inspections Support

Provide inspection services ascertain that the construction meets the intended design and to minimize offset impacts.

- Provide inspectors for civil and electrical work
- Provide as-built drawings in the field
- Shoot preconstruction photos
- Write reports (including photos and field notes)
- Assist with community relations activities

Reports

Prepare monthly progress reports describing work accomplished on a basis consistent with the task list. Prepare status reports that provide information on job costs incurred and invoiced. Provide project summaries that give information on all executed project contract modifications, and information on costs budgeted versus actual period costs and costs-to-date. Provide narratives of deliverables, accomplishments, and current issues.

- Prepare cost status reports
- Prepare progress reports
- Prepare closeout reports
- Distribute electronic and/or hard copy reports



About the Managing Partner, Tanya Jimale

Employed by firm since: 1995

Total professional experience: 20 years

Relevant Experience

Tanya is a civil engineer with over 20 years of project control experience. Tanya managed various projects in the Puget Sound and Seattle metropolitan area for over a decade. Before founding JTS, she was project coordinator/manager on various wastewater and transit facilities, and on acquisition and development projects. Tanya has processed and tracked construction change orders, verified change orders were reviewed, verified accuracy of contractors and consultant pay requests, reviewed project schedules, prepared monthly status reports, and completed cost management assignments.

Education

Date	University	Degree/Certification
1994	Seattle University	Masters in Public Administration
1982	University of Washington	Bachelor of Science in Civil Engineering

Awards and Continuing Education

Date	From	Award/Honor/Course
2003	Iota Phi Lambda Sorority	Received the Lola Mercedes Parker Award for being the 2003 Outstanding Business Woman of the Year.
2003	University of Washington	Received scholarship to participate in the Executive Management Program. This program was a general business management program that concentrated on key concepts of finance accounting, international business marketing, e-commerce, leadership, operations management, and business strategy.
1995	King County United Way	Graduated in the first class of the LEAD (Leadership Effectiveness and Diversity) program. Training included protocol when addressing members on various boards of directors, elected official councils, and training on how to create and serve on effective boards.
1982	University of Washington and National Society of Black Engineers	Honored for being the first black woman to receive a degree in civil engineering at the university.

Contract Work History

Date	Firm	Location
2003 - present	NuStats, Inc.	Austin, Texas
2001 - present	Port of Seattle Construction Services	SeaTac, Washington
2000 - 2001	Arthur Andersen Consulting	Seattle, Washington
1998 - present	KJM & Associates	Seattle, Washington
1997 - 1998	King County (formerly Municipality of Metropolitan Seattle)	Seattle, Washington
1996	Seattle Public School District	Seattle, Washington
1994 - 1995	Pacific Rim Development Group Int'l, Inc.	Seattle, Washington
1993 - 1994	Central Area Public Development Authority	Seattle, Washington



Projects and Clients

Client: Sound Transit

Project: Project Control Services

Role: Joint Venture with KJM & Associates. Provide on-call technical writing for preparing various reports for the agency, board of directors, and the public. Other services offered include cost tracking and data analysis.

- **2003 to present: Cost control tracking.** Assisted in compiling contract data into an interim cost-control tracking system using Primavera Expedition.
- **2003 to present: Agency-wide reporting and project management plan coordination.** Assisted in writing a monthly agency progress report by coordinating and compiling information from various departments and maintaining distribution lists and logs of review comments. Assisted senior project control specialists in compiling and editing federally required project management plan documents.

Professional Fee: \$450,000 (for work orders on a five-year contract)

Dates: April 2003 to March 2008

Client: Port of Seattle-Port Construction Services

Project: Construction Management Services

Role: Prime consultant for providing on-call construction management, inspection, estimation, and construction management support services for small capital improvements.

Professional Fee: \$200,000

Dates: June 2001 to present

Client: Arthur Andersen Consulting

Project: Project Control Services

Role: Provided on-call cost tracking services, and compiled information into an agency database on property parcels.

Professional Fee: \$200,000

Dates: February 2000 to February 2001

Client: Sound Transit

Project: Project Control Services

Role: Subconsultant to KJM & Associates.

- **2002 to 2003: Cost control tracking.** Assisted in compiling contract data into an interim cost-control tracking system using Primavera Expedition.
- **2000 to 2003: Agency-wide reporting and project management plan coordination.** Assisted in writing a monthly agency progress report by coordinating and compiling information from various departments and maintaining distribution lists and logs of review comments. Assisted senior project control specialists in compiling and editing federally required project management plan documents.
- **1999 to 2000: Agency-wide document control.** Assisted in establishing a document control center for Link light rail documents. Provided technical support to senior document control specialist in creating a paper filing system, retention schedules, and teaching document control software to the client.
- **1998 to 1999: Project control support for Link light rail and Regional Express lines of business.** Contract administration, schedule support, and computer equipment procurement services for design/build and final civil engineering design contracts.

Professional Fee: \$750,000



Dates: April 1998 to March 2003

Client: King County, Washington

Project: Renton Treatment Plant Expansion

Role: Documented construction change orders, work scope changes, negotiation records, and cost estimates. Ensured documentation was in compliance to established policies and procedures.

Professional Fee: \$50,000

Dates: 1997 to 1998

Client: Mount Zion Housing Development Council

Project: Moderate Income Multifamily Housing Project

Role: Provided site planning, conceptual engineering, cost estimation, budget development, and architect and engineering services consultant selection.

Professional Fee: \$20,000

Dates: 1995 – 1997

Client: Central Area Public Development Authority

Project: Condominium/Apartment Conversion for Low Income Home Ownership

Role: Provided program management services for the conversion of a 15-unit rental apartment. Hired contractors, conducted pre-qualified assistance for home ownership, and worked with community groups to identify potential employment, educational, and home-ownership learning opportunities.

Professional Fee: \$30,000

Dates: 1993 to 1994

Direct Experience in Project Control and Program Development

Client: King County, Washington

Project: Northeast Pacific Street Arterial High Occupancy Vehicle Lane

Role: Capital Project Coordinator.

Responsibilities: Managed project design and construction. (Project won Honorable Mention by the American Public Works Association, 1991.) Coordinated with county, City of Seattle staff, and University of Washington facilities architect. Reviewed cost estimates, participated in constructability reviews, and ensured design and specification of transit facilities were incorporated into final design.

Dates: 1990 to 1993

Client: King County, Washington

Project: Green Lake Park and Ride Expansion

Role: Capital Project Coordinator.

Responsibilities: Managed project planning, design and construction, design review, cost estimation, budget development, and public forums.

Dates: 1990 to 1993



Client: King County Metro

Project: Aurora Village Park and Ride and Transit Center Project Expansion

Role: Capital Project Coordinator.

Responsibilities: Managed planning and design phases, and land acquisition processes; negotiated parcel purchase price and built consensus among local businesses and residents; prepared planning-level cost estimation; presented budget to management and elected officials; and designed project technical team to implement project plan.

Dates: 1990 to 1993

Client: King County, Washington

Project: Brick Sewer Rehabilitation Project

Role: Project Control Engineer.

Responsibilities: Participated in competitive hiring and evaluation processes of engineering firm on final design contract; prepared cost estimates, monitored budget expenditures, and recommended change order approval; wrote progress reports; and conducted field inspection and reporting.

Dates: 1990 to 1993